

## Post and Bid Position Announcement

### Bargaining Units 1 and 4

OSH-AD-714 (New 05/06)

78 Log #: 06-289	Position #: 441-445-5157-708	Posting Date: 6/20/07	Final Filing Date (postmarked by 5:00 p.m.): 06/30/07
Classification: Staff Services Analyst (G)		Salary Range: Rg. A \$2724-\$3313, Rg. B\$2950-\$3586, Rg. C\$3538-\$4,300	
Division: FDD		Work Location (Address, City): 1600 Ninth Street, Room 420 Sacramento, CA 95814	
Pay Differentials That Apply: N/A		Hours of Work: 8-5	

- Duty Statement: See attached.
- Specific Qualifications and/or Requirements:
  - Technical and Professional Skills and Abilities:  
The incumbent serves as one of the Division's Personnel Liaisons and the Discipline Meeting and Public Seminar Coordinator. The incumbent will also assist with the Division's recruitment activities.
  - Educational and/or Certification Requirements:  
Perform complex personnel proposals including, but not limited to, preparing justifications for filling vacancies, reclassifying positions, proposing new positions, and making hires above the minimum salary rate.
  - Physical Requirements to Perform Essential Functions:  
Must possess and maintain sufficient strenght, agility, endurance, and sensory ability to perform the duties contained in the duty statement with or without reasonable accomodation.

Bidders should submit an OSH-AD-716, Post and Bid Application (located on the OSHPD OfficeNet, under "Forms") to:

Attn: Nancy C. Carolipio  
 Office of Statewide Health Planning and Development  
 Human Resources Services  
 1600 9<sup>th</sup> Street, Room 350  
 Sacramento, CA. 95814  
 Telephone #: (916) 653-2507

For additional information regarding the position, contact Nikole Freeman at (916)654-3065 ,  
 email \_\_\_\_\_.

Window period in which the bidder needs to be available for contact: \_\_\_\_\_.

(If selected, you must report to the position in no less than 14 calendar days and start date must be within 30 calendar days, unless agreed otherwise by the current and hiring supervisors.)